

JOHNSON CITY HISTORIC ZONING COMMISSION

CERTIFICATE OF APPROPRIATENESS (COFA)

APPLICATION AND CHECKLIST



DEVELOPMENT SERVICES DEPARTMENT – PLANNING DIVISION

CofA APPLICATION REVIEW GUIDELINES

APPLICATION REQUIREMENTS:

All applications must be complete and include the required supporting materials listed on this form. The application must be submitted to the Secretary of the Historic Zoning Commission in the Planning Division's Office for review. Incomplete applications will not be forwarded to the Historic Zoning Commission for consideration.

APPLICATION DEADLINE:

Applications and support materials must be submitted fifteen (15) days prior to the regular Historic Zoning Commission (HZN) meeting. Regular HZN meetings take place on the fourth Tuesday of each month at 5:30 PM in the Administrative Conference Room of the Municipal and Safety Building.

APPLICATION REPRESENTATION:

The applicant or an authorized representative of the applicant must attend the public HZN meeting to support the application. At the meeting, staff will present a recommendation for the item, and then the applicant will be provided an opportunity to discuss the proposed scope of work and answer any questions.

BUILDING PERMIT REQUIREMENTS:

In addition to a CofA application, most proposals will require additional permitting from the Codes Division in the Municipal and Safety Building. Building or Demolition permits will not be issued without proof of a CofA. After application approval, the CofA is valid for six (6) months. The CofA expires if construction does not begin within six (6) months of date approved.

All work specifications must be completed as presented and approved: The Johnson City HZN must review and approve any modifications or amendments to approved plans prior to any work taking place.

DESIGN GUIDELINES

There are several Historic or Conservation Districts within the City of Johnson City. Each of these districts have associated with it a set of Design Guidelines. These guidelines are standards, created by citizens and the HZN, which are used in determining the architectural compatibility of a proposed project. The HZN uses these guidelines to make their decisions and ensure that they are not arbitrary. Please refer to the guidelines for your specific district prior to submitting an application. These guidelines are available on the City website at www.johnsoncitytn.org or at the Planning Division's Office in the Municipal and Safety Building.

REQUIRED APPLICATION SUPPORTING MATERIALS

Please consult the list below for the necessary supporting materials to include within CofA application packets.

New Construction, New Additions, Porch/Deck:

- Description of project and proposed materials
- Site plan
- Rough drawing/sketch of proposed work
- Owner affidavit (if applicant is not the owner)

Exterior Alterations:

- Description of project and proposed materials
- Rough drawing/sketch of proposed work
- Specification information for any proposed materials/architectural features
- Owner affidavit (if applicant is not the owner)

Demolition, Relocation:

- Plans for reuse (new construction materials)
- Written documentation stating the building is a safety hazard

*NOTE: The applicant shall provide any additional information as deemed necessary by the HZN to review the application thoroughly.

CERTIFICATE OF APPROPRIATENESS APPLICATION



JOHNSON CITY HISTORIC ZONING COMMISSION



APPLICANT CONTACT INFORMATION

PROPERTY INFORMATION

*APPLICANT:

BUSINESS (If Applicable):

DAYTIME PHONE (required):

Email Address (required):

PROJECT ADDRESS:

PROPERTY OWNER:

MAP AND PARCEL NUMBER:

**Note: if the applicant is not the owner, an Owner Affidavit must be completed and submitted to the Planning Division prior to the request being added to the agenda.*

PROJECT INFORMATION: WORK SPECIFICATIONS

CHECK ALL THAT APPLY

☐ New Construction (does not include additions)

Type: ☐ Principal Structure ☐ Accessory Structure

Zoning: ☐ Commercial ☐ Residential

☐ Porch or Deck Project

Type: ☐ Principal Structure ☐ Accessory Structure

Zoning: ☐ Commercial ☐ Residential

☐ New Addition

Type: ☐ Principal Structure ☐ Accessory Structure

Zoning: ☐ Commercial ☐ Residential

☐ Windows or Exterior Doors

Type: ☐ Replacement ☐ Alteration ☐ Shutters

☐ Demolition

Type: ☐ Principal Structure ☐ Accessory Structure

☐ Site Features

Zoning: ☐ Commercial ☐ Residential

A Demolition CofA is based on the following criteria also found in the Design Guidelines:

-Demolition is the order of a Governmental Authority due to an unsafe or dangerous condition which constitutes an emergency

-Denial of demolition will result in unreasonable economic hardship on the applicant

-Loss of architectural and historical integrity and its removal will not adversely affect the district

☐ Other Exterior Alteration(s) – Please Indicate Below:

☐ Roofing/Roof Structures (Dormers, Chimneys)

☐ Exterior Door Replacement/Alterations

☐ Foundation Alteration's

☐ Exterior Siding/ Finishes/ Masonry

☐ Exterior Lighting

☐ Sign

☐ Fence

☐ Awning

☐ Other (explain below)

☐ Relocation

Type: ☐ Principal Structure ☐ Accessory Structure

☐ Site Features

Zoning: ☐ Commercial ☐ Residential

PROJECT INFORMATION: NARRATIVE

DESCRIBE PROPOSED PROJECT(S) AND LIST ALL PROPOSED MATERIALS.
ATTACH ADDITIONAL SHEETS IF NECESSARY

AUTHORIZATION

The undersigned acknowledges that the above application refers to construction and alterations to be undertaken at this time; however, **alterations not addressed in this document will require an additional application.** If the applicant is different than the property owner, an Owner Affidavit must be completed and submitted to the Historic Zoning Commission Secretary prior to the request being added to the agenda for review.

In filling out this application, I understand that it becomes part of the Public Record of the City of Johnson City and hereby certify that all information contained herein is accurate and to the best of my knowledge.

Signature: _____

Print Name: _____

Date: _____





OWNER AFFIDAVIT JOHNSON CITY, TENNESSEE

We/I _____ being duly sworn, depose and say that
(I am)/(we are) the owners of the property described as: _____ and
located at _____ am fully aware of the request for development
approval in the City of Johnson City, Tennessee. Furthermore, (I)/(we) hereby appoint
_____ to act as my/our authorized agent on my/our behalf
on all matters pertaining to the processing and obtaining the application with the exception
of legal documents for recording purposes.

Signature

Property Owner Mailing Address

City, State & Zip

Subscribed and sworn to before me this

___ Day of ___, 20___.

Notary Public

My Commission Expires: _____.